



Committee Management User's Group (CMUG)

Meeting Date: January 25, 2005, Wednesday
Time: 2–3 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Chair: David Clary
Analyst: Sophonia Simms
Next Meeting: March 22, 1–4 p.m., Rockledge 2, Room 7111

Action Items

1. (Sophonia Simms) Explore possible recurring connectivity problems with the Persons Module.

CMUG Business

David began the meeting by giving the following CMUG updates:

- All agenda items should be submitted to David the Friday before the CMUG meeting.
- Testing for the Committee Management J2EE redesign has been extended to **February 10**. There are a little more than 20 people who are signed up to test, but only a few of those individuals are actually testing. David expressed hope that more testers would submit comments before the 02/10 end date. Four ICs will conduct the pilot of J2EE: NIMH, NIAID, LM and NIDCD..
- The Pilot is set for **February 15**.
- Production is set for a tentative date of **March 6**.
- The tentative date for the ClientServer shutdown is scheduled for **April 28**, depending on how the above mentioned testing goes.
- The group reported continued connectivity problems with the Persons Module. Sophonia Simms reported that some of these issues are being tested currently, but she will look further into other issues concerning this module.

Action: (Sophonia Simms) Explore possible recurring connectivity problems with the Persons Module.

- No CMUG meetings are expected to be cancelled, as they are held every other month. The group agreed that this was a sufficient time to meet and that canceling, unless absolutely necessary, was not a likely option.
- The SREA update is now added to the agenda permanently.
- Only regular attendee votes were counted on the survey that David handed out at the last meeting.

CM J2EE Update

Sophonias Simms gave the following CM J2EE updates:

- Any comments or questions about the J2EE redesign should be directed to Sophonia. This is especially true for anyone who has forgotten his or her password.
- A “Train the Trainers” meeting will be held before the J2EE Pilot. She would like to have this meeting during the week of **February 6**.
- She reminded the group that the dates provided by David for the J2EE Pilot and Production are subject to change, based on any critical bugs or showstoppers during testing.
- The code used in testing is identical to that being currently used in the system.
- The Center for Scientific Review (CSR) has shown an interest in participating in pilot testing.

SREA Update

Mary Nuss led the group in the following SREA update:

- The solicitation concerning bids for travel agency contracts has finally been solved, as the contracts have gone out this week. (Really the solicitation went out 1/27) The WTS contract has been extended to March 13. Hopefully the new contract will be awarded then.
- The problems with Team PSA continue. Mary is currently collecting any documentation of these problems. The Review Policy Committee (RPC) will create a group to keep track of these issues and ensure that Team PSA is meeting its goals. Team PSA has provided a list of exceptions payment they have and have not made. David Alperin sent it out to SREA POCs.
- There is currently no acceptable system for paying foreign reviewers who are not registered in the Central Contact Registry (CCR); however, they continue to work on establishing one soon. Reviewers within the United States *have to be registered* in CCR. Exceptions in the system (i.e. cost exceeding the flat rate because of travel), as long as the individual is fully registered in CCR, will be paid by the Office of Financial management (OFM). Exceptions can now be listed on the spreadsheet *after* a meeting. This receiving document is an open document and can be continually modified until the first time the meeting has been ‘swept’ for payment. Just contact your CSR person to pull back the spreadsheet to amend it.
- IQ Solutions is no longer involved in meeting planning. This will cause a change in the account number in teleconferences. Teleconferencing will now be solely done through Team PSA.
- OFM is working on a report that shows undeliverable checks or direct deposit requests that, for one reason or another, did not go through. There will also be a mechanism on the report that account data has been detected. This report exists already within CSR, but it should be viewable for Committee Management by mid-February. Currently users can

check with Donna Brown in CSR to see why someone did not receive the payment if they were marked as paid on the payment report.

- OFM sends out payment to everyone whose meeting has been submitted for payment but has not yet been paid every two weeks. This is done on “timecard/non-paid” Fridays.
- Team PSA is currently beta testing an online meeting request form and status report. The target date for these documents will be mid-to-late February.
- The group was reminded to send any discussion points for the next conference call to either Mary or David Alperin so that one of them can bring these issues up to Team PSA. The next conference call will take place on Thursday, **February 9**.
- Team PSA will provide a copy of the final contracting proposal before ratification to the SRA. The folio for the meeting will also be given to the SRA for verification and then routed through the SREA point of contact. Any problems with this system should be sent to Mary, David and Sophonia.
- The CM roster will eventually contain individual profiles with DUNS numbers when there is a questionable name match (i.e. hyphenated or duplicate names). DUNS numbers’ uniqueness makes them more accurate than usernames, because of possible duplication and possible user mistakes. This will make the system automated as well as more complete and thus, more user-friendly.
- Exceptions should be reported with as much detail as possible. Reviewers under exception will never get paid less than \$185.00 for transportation. Amounts for meals never change.

Table Talk

The group brought up the following general issues at the end of the meeting:

- Sophonia Simms introduced David Marcus, the new requirements analyst who will be working a lot with the SREA transition.
- David Clary reported that the Commons Screenshot provided by Everett Sinnett was very helpful to the group.
- The next CMUG meeting will be held on March 22, 2006.

Attendees

Alperin, David (NHLBI)	Cuozzo, Kim (NICHD)	Clary, David (OD)
Colston, Carmen (AHRQ)	David, Tracey (OD)	Dougans, Tanya (NHLBI)
Dwyer, Bonnie (NIMH)	Kemmerle, Donna (NIDCD)	Manouelian, Denise (NIDDK)
Marcus, David (OD)	Nuss, Mary (NIAID)	Oden, Karen (CSR)
Paugh, Steven (OD/LTS)	Rustin, S. Lisa (NCI)	Simms, Sophonia (OD)
Sinnett, Everett (CSR)	Wang, Wesley (NIMH)	

